

Policy

- a) Staff members eligible for a University of Sydney Staff Card may be employed in a full- or part-time capacity at the University and must be:
 - on the University payroll
 - employed under a fixed-term or continuing contract.
- b) All eligible staff must attend a University Card Centre or nominated collection point on their first day of employment (or as close to it as possible) to collect their Staff Card.
- c) Before a Staff Card is issued, staff members must present to the University Card Centre:
 - their letter of offer or staff number
 - a completed Staff Card application form
 - a photo identity document (Driver's Licence or Passport).
- d) In applying for a Staff Card, staff agree to have their image captured digitally for display on the staff card and agree to allow the University Card Centre to store their image and associated personal data, as supplied to the University on commencement of employment, on the University Card Management System. This information is subject to the conditions of the University Privacy Policy.
- e) Staff Cards will only be issued to the person named on the card at a University Card Centre or other collection point as nominated by University Card Services. Cards will not be mailed or provided to other staff for delivery.
- f) Staff members must sign the back of their Staff Card before it is released to them.
- g) Staff must carry their Staff Card with them at all times while on University property and produce the Card if requested to do so by an officer of the University.
- h) The University retains the right to charge a fee of \$20 to replace lost or stolen Staff Cards.
- i) The University will replace damaged or illegible cards free of charge provided the original Card is returned to the University Card Centre when the staff member applies for a replacement.
- j) It is the responsibility of managers and supervisors to collect Staff Cards from departing employees as part of the exit process and to return cards to University Card Services, L2, Fisher Library, Camperdown Campus.
- k) In applying for a Staff Card, staff agree to be bound by the terms and conditions of the Staff Card as detailed in the Terms and Conditions section of this policy.

- l) University Card Services have full responsibility for managing, issuing and administering University of Sydney Staff Cards.

- m) The University of Sydney Staff Card is issued as a means of identification for University purposes. It has not been designed as an official identity document.

University of Sydney Staff Card *Terms and Conditions*

1. The Staff Card is the property of The University of Sydney and must be returned to the University when requested.
2. The safe-keeping and appropriate use of the Staff Card is the responsibility of the staff member. It is not transferable to any other person.
3. The Staff Card must be carried at all times whilst on University campuses.
4. Inappropriate use of a staff card is prohibited. If the Staff Card is found in the possession of any other person, it will be relinquished and the authorised owner risks its cancellation.
5. Loss of a Staff Card must be reported immediately to the University Card Centre on + 612 9351-2423 between the hours of 9am and 6pm, Monday to Friday, or + 612 9351-3487 at other times.

Process for Issuing Staff Cards

1. Eligibility for a Staff Card is verified by checking the University HR Information System (HRIS) data which is uploaded onto the University Card Management System daily.
2. Once eligibility is confirmed, all personal details are verified with the staff member and/or supporting documentation presented.
3. A digital image of the staff member is captured and stored for printing.
4. For transitioning staff, existing building access privileges may be transferred to the University Card Management System and encoded into the magnetic strip on the back of the card. New or additional building access is activated by Security Services on application.
5. A library barcode is generated and printed onto the card.
6. The card is then produced and the staff member signs the back of the card before it is released to them.

Administration

1. Background/context

This document converts into policy, procedures and guidelines to enable their implementation.

2. Authority/consultation

This document was developed by DVC (Infrastructure) in consultation with ICT, Financial Operations and Systems, Financial Strategy and Planning, and Remuneration Services.

3. Management Responsibility

Deputy Vice-Chancellor (Infrastructure)

4. Implementation Responsibility

5. Dates

Approval (version 1)	Professor Ann Brewer, Deputy Vice-Chancellor (Infrastructure)
Effect	
Review	
Approval (version 2)	
Effect	

6. Approval

Version 1	
Version 2	

7. References

8. Signatures

Approved by:

Name

Position

Date

Signature